



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

01 Jul 05

MEMORANDUM FOR THE NEW INDIVIDUAL RESERVE MEMBER

FROM: RMG/CC
755 Page Rd
Robins AFB GA 31098-2221

SUBJECT: Individual Reserve Member Welcome Package

1. Welcome and thank you for your service to our country as a valued member of the Air Force Reserve. It is our intent to ensure your transition into the Individual Reserve Program is as smooth as possible. We have established an online "Welcome Package" that will help you get started. Simply click on the IMA Welcome Package link from the ARPC Homepage, <http://arpc.afrc.af.mil/ima/welcome/default.asp>. Please review all the information and complete and submit the necessary forms. In addition to our website, we have the following additional resources available to gain knowledge about the Individual Reserve program:

- a. Program Managers (PM)/Base IMA Administrators (BIMAA): These experts are physically assigned at each base who can assist in managing your participation and training requirements. They are your link with the MAJCOM Reserve Affairs office and the Readiness Management Group for personnel matters and actions. PM/BIMAA directory, <http://arpc.afrc.af.mil/media/pdf/ProgramManagerListings.pdf>.
- b. *Individual Reserve Guide*: A comprehensive guide covering every facet of the Individual Reserve program, <http://arpc.afrc.af.mil/irr/guide/default.asp>.
- c. *Air Reserve Personnel Update*: A bi-monthly publication to keep current on career matters, <http://arpc.afrc.af.mil/pa/update/default.asp>.

2. Our job is to provide you the best possible personnel support. If you require further assistance, please contact your PM/BIMAA. For general questions, ARPC has a 24/7 contact center, 1-800-525-0102. Again welcome and thank you for your service.

//SIGNED//
ROXANE TOWNER, Colonel, USAF
Commander
Readiness Management Group (AFRC)